



Australian Government

MSMPER300 Issue work permits

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSAPMPER300C Issue work permits

Application

This unit of competency covers the skills and knowledge required to issue work permits. It covers an understanding of the permit system and the limitations of each permit, and making decisions regarding the need for and correct use of each permit. This unit includes the issue of any and all permits. Permits are called ‘clearances’ by some organisations.

This unit of competency applies to personnel who are required to issue appropriate permits to work to persons conducting a variety of activities in workplace environments in which hazards exist or specific procedures need to be followed and monitored to protect the safety of personnel and the integrity of plant or process.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

MSMWHS201 Conduct hazard analysis

Competency Field

Work control systems

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element

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|---|-------------------------------------------------|-----|---------------------------------------------------------------------------------------------------------|
| 1 | Identify need for work permit | 1.1 | Identify work permit needed from job scope |
| | | 1.2 | Confirm with appropriate personnel the need for work permit |
| 2 | Ensure job site is prepared for authorised work | 2.1 | Inspect the job site |
| | | 2.2 | Identify work health and safety (WHS) and environmental requirements |
| | | 2.3 | Conduct hazard identification and risk assessment |
| | | 2.4 | Ensure job site is prepared in accordance with specified work permit conditions |
| | | 2.5 | Check permit conditions and report to appropriate personnel |
| | | 2.6 | Conduct job site testing in accordance with procedures |
| 3 | Raise and issue work permits | 3.1 | Ensure conditions are documented on permit |
| | | 3.2 | Ensure appropriate testing is carried out and results documented in accordance with procedures |
| | | 3.3 | Determine an appropriate validity period |
| | | 3.4 | Check that permit conditions are met (i.e. validate permit) |
| | | 3.5 | Complete and authorise permit |
| | | 3.6 | Ensure recipient is advised of and agrees to abide by the requirements of the permit |
| | | 3.7 | Ensure recipient signs permit |
| 4 | Monitor work for compliance | 4.1 | Ensure regular job site inspections are done |
| | | 4.2 | Monitor conditions and work progress and respond appropriately to changing conditions and circumstances |
| | | 4.3 | Ensure permit currency and revalidate as required |
| | | 4.4 | Ensure permit is displayed in accordance with |

- procedures
- 4.5 Identify and act on incidences of non-compliance and report promptly to relevant personnel
 - 4.6 Withdraw/cancel permit if conditions warrant it
 - 4.7 Report any issues which arise with regard to work under the permit in accordance with procedures
- 5 Receive end of day report
- 5.1 Receive end of day report from permit recipients
 - 5.2 Confirm job progress and status.
 - 5.3 Revalidate/arrange for revalidation of permit as required
 - 5.4 Confirm work area has been left safe
 - 5.5 Handover ongoing permits and status of suspended permits to oncoming shift
- 6 Close work permit
- 6.1 Inspect job status
 - 6.2 Check that work undertaken satisfies permit conditions
 - 6.3 Ensure that work site is ready for a safe return to working conditions
 - 6.4 Check required returns to work status have been completed
 - 6.5 Sign off documentation and close permit in accordance with procedures
 - 6.6 Communicate worksite and process status to relevant personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements
- Dangerous Goods regulations
- Hazardous substances regulations
- Hazardous Substances Information System
- Australian Standard AS 2865 2009 Confined spaces
- Australian Standard AS 1674 Set-2007, Safety in welding and allied processes (covers all hot work)
- Australian Standard AS 4024.1-2014 Series - Safety of machinery
- Australian Standard AS/NZ 1715:2009 Selection use and maintenance of respiratory protective equipment
- National Standard for Plant [NOHSC:1010 (1994)]
- National exposure standards for atmospheric contaminants in the occupational environment [NOHSC:1003 (1995)]

Procedures

All operations are must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- emergency procedures
- workplace procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- temporary instructions
- company policy and permit control systems

Work permits

Work permits include one or more of the following:

- cold work
- excavation
- vehicle entry
- minor repairs
- working at heights
- hot work
- confined space
- electrical
- increased hazard
- permits covering a single plant or plant area, such as might be an operator's scope of responsibility
- other relevant permits

The work permit system

The work permit system includes:

- types of permits
- legislative/regulatory/standards framework
- roles and responsibilities of parties under the permit system
- specifications for undertaking the work covered by a permit
- alternative ways of conducting a job

Work specifications

Work specifications include:

- any requirements for testing of atmospheric conditions and ventilation
- safety structures and control measures
- communication
- incident response
- equipment which can and cannot be used

Safety structures and control measures

Safety structures and control measures include one or more of the following:

- isolations
- lockout/tag out
- barriers and signage
- emergency response
- gas testing/atmosphere monitoring
- standby person
- other measures specified in the permit

Confined space AS 2865 2009 *Confined spaces* definition given for confined space is used in this Training Package, i.e.:

'An enclosed or partially enclosed space that is not intended or designed primarily for human occupancy, within which there is a risk of one or more of the following:

- (a) An oxygen concentration outside the safe oxygen range
- (b) A concentration of airborne contaminant that may cause impairment, loss of consciousness or asphyxiation
- (c) A concentration of flammable airborne contaminant that may cause injury from fire or explosion
- (d) Engulfment in a stored free-flowing solid or a rising level of liquid that may cause suffocation or drowning'

Hot work Hot work includes:

- any activity which has the potential to be or cause a source of ignition

Hazards Hazards include one or more of the following:

- slip/trip hazards
- PPE unavailable and not functional
- emergency equipment unavailable
- smoke, darkness and heat
- heat, smoke, dust or other atmospheric hazards
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment in unsafe condition with hazard controls not functional
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- limited head spaces or overhangs
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- fire and explosion
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions, swarf and scrap

- spills or leaks
- extreme weather
- unsafe conditions developing through failure to conform with the provisions of a work permit
- hazards created by the nature or location of the work
- hazards created by the proximity of the work to other work or normal operations
- other hazards that might arise

Unit Mapping Information

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Links

MSA Training Package Implementation Guides -

http://companion_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=29